

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY COMMISSION MEETING HELD ON WEDNESDAY MAY 16, 2018 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

COMMISSIONERS: David Ulibarri Jr.
Ember Davis Absent
David Romero I
Vince Howell
Barbara Casey

ALSO PRESENT:

Barbara Padilla, Interim Housing Director
David Silva, Acting City Attorney
Natasha Martinez-Padilla, Finance Specialist

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurulé-Girón asked Commissioner David Romero to offer the moment of silence. Commissioner Romero offered a moment of silence for everyone in the community that is sick and in need of prayer. He offered prayer for the commission in working together and moving forward.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as presented. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

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|---------------------------------|--------|
| Commissioner Barbara Casey | Yes |
| Commissioner Vince Howell | Yes |
| Commissioner David Romero | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.

APPROVAL MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of the meeting on April 11, 2018 and April 18, 2018 with minor corrections having been submitted and corrected. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

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| Commissioner Vince Howell | Yes |
| Commissioner David Romero | Yes |

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|---------------------------------|--------|
| Commissioner Barbara Casey | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION – HOUSING AUTHORITY FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the Housing Authority's Revenue and Expenditure report for the month ending April 30, 2018. The actual revenue received is 1.2 million, which puts the HA at 54% of the budget. Held in accrual for operating subsidy, the HA is at about \$114,000 for last fiscal year, of which \$57,000 was released this month. Mrs. Martinez-Padilla stated she just drew down another \$57,000, so 5 months will be held in accrual in the LOCCS system. On expenditures, the HA continues to be as frugal as possible, and has spent 67% of the budget.

HOUSING DIRECTOR MONTHLY REPORT

Interim Director Barbara Padilla thanked Chris Rodarte and his department for assisting the HA with tree trimming in the Apache/Navajo area, as well as for grading the back side of the Hot Springs area that Commissioner David Ulibarri Jr. expressed concerns about at a previous meeting.

Interim Director Padilla informed the Commission that HA staff attended the annual New Mexico NAHRO training in Ruidoso New Mexico. She stated five staff members attended the training, including two maintenance staff. The two maintenance staff, Charlie Gallegos and Frank Lucero participated in the maintenance Olympics. In this competition, maintenance staff from around the state are paired into groups to perform some common maintenance tasks. Interim Director Padilla reported that in this timed competition, Frank Lucero and his teammate took 1st place, and Charlie Gallegos and his teammate took 4th place.

Also at the NM NAHRO Conference, there were nominations for Maintenance Employee of the Year. Interim Director Padilla presented an award from the New Mexico NAHRO association, to William Taft, for his Dedication, Commitment and Outstanding Service to the Families Living in Public Housing. Interim Director Padilla then presented an award from the New Mexico NAHRO association for Employee of the Year to Natasha Martinez-Padilla, for her Dedication Commitment and Outstanding Service to the Families Living in Public Housing. Interim Director Padilla stated that both Bill and Natasha are exceptional employees with the Housing Authority. They are very appreciated in her department. Interim Director Padilla expressed her appreciation to all of the Housing staff for their hard work, saying they have a great team at the HA.

Interim Director Padilla reported on projects. She stated that the abatement of 9 units has been completed. The two unit rehabilitation project will begin this week on 303 and 408 Sandoval. The unit damaged by fire on February 14, 2018 is currently undergoing the chemical abatement and it will be put back as soon as the abatement is completed.

Commissioner Barbara Casey asked about the monthly report on tenants who had not paid their rent on time. She asked if we can see a reason why people are still struggling to make their payments. Interim Director Padilla stated that from July thru April, the number of notices issued for non-payment of rent does vary. Sometimes it is the same families that have problems, She stated that the HA does work with them, but they are still issued a notice if the rent is not paid by the deadline. In most cases, the

tenants do pay by the cut-off date or the HA will enter into repayment agreements when they are needed. For the residents that do not pay by the cut-off date or make arrangements for payment, they are issued a 30 Day Notice of Termination. Commissioner Casey asked, what type of violations are included. Interim Director Padilla stated it could be any violation of the lease, from parking on the yard, unauthorized people, unauthorized pet, or any other number of violations.

BUSINESS ITEM #1

Approval/Disapproval of Resolution No. 18-19 to adopt the 2018-2019 Las Vegas Housing Authority Budget.

Natasha Martinez-Padilla presented this item, explaining that the first two pages of the budget are the Operating Budget. She stated, you will see the trend from 2015 to 2019. The next pages are the S1's which show employees salaries. She stated that the Replacement Housing Factor Funds (RHFF) shows what will be coming in for the RHFF. She stated that 2017 was the last year to receive them, so that will be it for the \$208,000. Mrs. Martinez-Padilla stated there is \$2,000 left in Capital Fund (679) from 2015. That money will probably be used for training. It is under management and improvements. She stated the 2016 Capital Fund is the one the HA obligated for 408 and 303 Sandoval which was awarded to Sol Systems last month. As those units get back online the HA will begin receiving more Capital Funds and more subsidy. Mrs. Martinez-Padilla explained that the 2018 is an estimated amount that the HA should be receiving which will be a transfer for next fiscal year.

Commissioner Howell asked Mrs. Martinez-Padilla if the residents input was taken into consideration before the budget was made or after. Mrs. Martinez-Padilla stated that before the HA submitted the 5 year plan last year, there was a Resident Advisory Board meeting (RAB). Every year that the HA does annual planning, there is a RAB meeting. The 5 year plan was planned with the resident comments. Commissioner Howell asked about the concerns that were brought out by the residents in the package sent to commission. Mrs. Martinez-Padilla explained that those concerns also get taken into consideration for the budget. Discussion ensued regarding Duct Cleaning and camera systems as a concern for residents and which budget those items would come out of.

Commissioner Howell asked if there was a higher concern about parking assignments. Mrs. Martinez-Padilla explained that parking assignments was discussed and this is an ongoing issue in several areas. It comes down to residents also informing their guests or visitors that parking is primarily for tenants.

Commissioner Howell asked about playgrounds for the residents. Mrs. Martinez-Padilla explained that this is in the 5 year plan for 2019 so the HA is hoping this can be done. However, if there are unexpected expenses such as a fire or other issues, those funds may need to be used for such instances. Commissioner Howell asked if HUD has any programs that can offer grants to address some of the major concerns. Mrs. Martinez-Padilla stated the HA did apply for a safety equipment grant, but has not yet heard back. She stated with the HA's current status, she does not know if the HA could apply for more money at this time, but she can ask the question. Commissioner Howell asked, what is line item #650 (betterments). Mrs. Martinez-Padilla explained the HA transfers \$10,000 a year from General Fund to the HA to rehabilitate the units that are boarded up. As the money is accumulated, it costs about \$200,000. She stated all the HA can do is carry it through on the budget. It is basically a cash balance that is transferred from the Home Ownership Fund to the HA. The HA carries it every year and when there is enough money to do a project, the HA will use that money to get more units online. Commissioner Howell asked, in the HA's response to the tenants concern, has she responded to all the concerns. Mrs. Martinez-Padilla stated the HA met with residents yesterday and the tenants concerns have somewhat changed, but several issues and concerns were addressed. Mrs. Martinez-Padilla

discussed how going "Smoke Free" is going to help the HA with the tenants concerns about the duct cleaning.

Commissioner Barbara Casey asked about the expenditures on the first page of the budget. She stated, for the 2018 budget, full time employees is listed at \$467,576 in one lump sum, and for 2019 it is separated out into full time employees and full time employees/maintenance. She asked why there are two separate line items and if it has to do with the audit. Mrs. Martinez-Padilla stated, it was in the Compliance Review regarding HUD wanting a crosswalk for the FDS schedule. She stated one of the big findings was that everything was lumped together for the employees. HUD wants to know how much is being used for maintenance of the units, from employees and how much of the units is through contracts. So separating them is to be in compliance with that. Commissioner Casey asked about the utilities on the following page. She asked about the line item for water being \$152,000 and for next year, it is \$72,000. Natasha Martinez-Padilla stated they had to separate the water and the sewer. Commissioner Casey asked about the electricity and if the HA is anticipating an increase next year. Mrs. Martinez-Padilla stated yes. Commissioner Casey asked, under Management Improvement, what exactly does that mean. Mrs. Martinez-Padilla said that is for trainings and any sort of deficiencies that are found. Such as, if the REAC inspector stated maintenance needs to be trained on gas meters or HA staff needs to be trained on environmental reviews. As HUD requirements change, HA staff needs to be trained so we are in compliance. Commissioner Casey asked why there was a decrease in that particular line item. Mrs. Martinez-Padilla stated, each of these are separate grants and they are roll over grants, so as the HA spends out of that, more money cannot be put into it, but it will show on the following year.

Madam Chair Gurulé-Girón asked about the line item for overtime, for transfer in and transfers out. She asked if overtime is being monitored. Mrs. Martinez-Padilla stated yes, saying that the majority of time with the low vacancies the HA currently has, it is usually just for emergency calls that maintenance gets overtime.

Commissioner David Ulibarri Jr. asked under maintenance buildings and grounds and maintenance supplies, what does that go to. Mrs. Martinez-Padilla explained that this is for the services that are going to be contracted out, such as for a certified electrician or certified plumber. As far as supplies go, it is for doors, door knobs, windows, or any supplies needed to maintain the buildings, and an annual bid is done for these purchases. Commissioner Ulibarri Jr. asked how the HA maintains the streets and potholes. Natasha Martinez-Padilla stated the maintenance staff does not maintain the streets, the Streets Department does. As far as parking, that is considered Capital Improvements, so that would be paid out of Site Improvements.

Commissioner Howell asked does the HUD audit affect anything in the budget or projected budget. Mrs. Martinez-Padilla stated the Compliance Review has already affected the HA as far as spreading out the line items, so this is just a little more paperwork. She stated the HA is hoping that because the budget is being submitted on time this year, the HA should be getting the Operating Subsidy on time as well. He asked so if the budget is not approved it will affect it. Mrs. Martinez-Padilla stated it is a requirement, so if the budget is not approved, the HA will bring it back for the next meeting because it needs to be submitted to HUD by June 30th.

Commissioner Howell asked if the HA still has an advisory board and have they looked at this budget. Natasha Martinez-Padilla stated no, the HA does not have a Housing Advisory Committee (HAC). The HAC is a community wide focus with several different community programs which meets and is able to discuss and address a much broader scope for the community. One of our Housing Mangers, Carmelita Lucero, sits on the board for that committee. The HA's advisory board is the residents, because this is

who the HA serves. Commissioner Howell asked if the advisory board that he was on, is disbanded. Mrs. Martinez-Padilla stated it is not disbanded, rather it is broader now.

Madam Chair Gurulé-Girón asked if she could explain why they had to change that based on a statutory requirement. Mrs. Martinez-Padilla stated it was a recommendation from HUD not to have a Housing Advisory Committee facilitated from the Housing Department, because the HA can only focus on Public Housing, not community wide housing issues. The Community Development Department now has a Housing Advisory Committee.

Natasha Martinez-Padilla read into record Resolution No. 18-19 as follows.

CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 18-19

2018-2019 LAS VEGAS HOUSING AUTHORITY BUDGET ADOPTION

WHEREAS, the Las Vegas Housing Authority ("LVHA") mission is to provide safe, adequate, and affordable housing to low-income families, in an environment that fosters cultural preservation, self-sufficiency and community pride; and

WHEREAS, the LVHA has adopted a Program Budget on the basis of need; and

WHEREAS, it is the majority opinion of the LVHA Board the 2018-2019 LVHA Budget meets the requirements as currently determined for fiscal year 2018-2019, and

THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas that it accepts and adopts the budget hereinabove described.

Passed, Approved and Adopted this 16th day of May, 2018.

MAYOR TONITA GURULE-GIRON

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY

CITY ATTORNEY

Madam Chair Gurulé-Girón asked what is the pleasure of the Commission. Commissioner Barbara Casey made a motion to approve Resolution No. 18-19 to adopt the 2018-2019 Las Vegas Housing Authority Budget. Commissioner Vince Howell seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero Yes

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| Commissioner Vince Howell | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Barbara Casey | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.

BUSINESS ITEM #2

Approval/Disapproval of Resolution No. 18-20 to Amend the City of Las Vegas Housing Authority's Admissions and Continued Occupancy Policy (ACOP).

Natasha Martinez-Padilla presented this item stating to the Commission that as they are aware, Finding number 4 of the Compliance Monitoring Review referenced the outdated ACOP for the LVHA. This policy did not have the Crime Free Policy, it had a One Strike You're Out Policy. It did not have a lifetime ban on manufacture of methamphetamine labs, which it now does. It also did not have the Violence Against Women's Act, as far as the transfer policy, which it now does. It also did not have the Non-Smoking Policy, which it also now has. Mrs. Martinez-Padilla stated the ACOP did quote Section 8 Housing, which the LVHA does not have. Therefore, everything pertaining to Section 8 was removed from the ACOP. Any changes made to the ACOP were red lined so the commissioners can see what changes were made. As changes are made to policies or the lease, the HA will update the ACOP as needed in order to be in compliance.

Commissioner Barbara Casey stated she read the whole ACOP and wanted to thank Natasha and Barbara and whoever else worked on this because she feels they did an excellent job. She thanked David Silva, acting City Attorney as well, for helping the city to be in compliance. Commissioner Casey thanked everyone for their hard work.

Commissioner Vince Howell thanked the HA staff for addressing the issues needing to be corrected. He stated he really appreciates the staff.

Madam Chair Gurulé-Girón asked what is the pleasure of the Commission. Commissioner Barbara Casey made a motion to approve Resolution No. 18-19 to adopt the 2018-2019 Las Vegas Housing Authority Budget. Commissioner Vince Howell seconded the motion.

Natasha Martinez-Padilla read into record Resolution No. 18-20 as follows.

CITY OF LAS VEGAS HOUSING AUTHORITY RESOLUTION NO. 18-20

A RESOLUTION AMENDING THE CITY OF LAS VEGAS HOUSING AUTHORITY'S ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP).

WHEREAS, the Las Vegas Housing Authority (LVHA) is required to adhere to all Federal Regulations and Notices Published regarding Public Housing; and

WHEREAS, 24 CFR 960.204 provides guidance as to policies and procedures Housing Authorities must adhere to and;

WHEREAS, Notices has been published that the LVHA must adhere to; and

THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas that it accepts and approved this Resolution and the attached revised ACOP.

Passed, Approved and Adopted this 16th day of May, 2018.

MAYOR TONITA GURULE-GIRON

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY

CITY ATTORNEY

Madam Chair Gurulé-Girón asked what is the pleasure of the Commission. Commissioner David Romero made a motion to approve Resolution No. 18-20 to Amend the City of Las Vegas Housing Authority's Admissions and Continued Occupancy Policy (ACOP). Commissioner Barbara Casey seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

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|---------------------------------|--------|
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Barbara Casey | Yes |
| Commissioner David Romero | Yes |
| Commissioner Vince Howell | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.

BUSINESS ITEM #3

Approval/Disapproval of Resolution No. 18-21 to approve and adopt the Las Vegas Housing Authority's (PHA) 2018 Annual Plan.

Natasha Martinez-Padilla explained that annually the HA has to submit an annual plan, a 5 year action plan and a 5 year plan. She stated that the 5 year plan and 5 year action plan were approved last year. The annual plan was advertised for 45 days, along with the ACOP, it was also presented to the Resident Advisory Board (RAB), as well as at a public input meeting that was held yesterday by residents as well. On the plan update, Mrs. Martinez-Padilla stated the HA had to note the Violence Against Women's Act (VAWA), as far as transfers go. It noted that the 2016 CFP was to cover the construction for 303 and 408 Sandoval, and it includes the Crime Free Policy and Smoke-Free Policy. These were the updates on the Annual Plan. Additionally, on 9-1, Strategy for Addressing Housing Needs, the last paragraph states, "The City of Las Vegas Housing Authority is planning to explore options for the Macario Gonzales Property. The HA has adopted and "Affordable Housing Plan" and that plan identifies the needs of the community related to housing. Within that plan, Macario Gonzales Property is identified as an area that could be developed to provide affordable housing. There is also a "New Mexico Consolidated Plan" provided by Mortgage Finance Authority (MFA) that is known as the "Consolidated Plan for Housing and

Community Development."It is intended to comprehensively fulfill three basic goals of providing decent housing, expanding economic opportunities and providing a suitable living environment. These are all goals that we have for our community of Las Vegas and believe these goals are attainable by utilizing the Macario Gonzales Property. In the future the Las Vegas Housing Authority plans to hold public input and Charett meetings to discuss the community's ideas for the site."

Madam Chair Gurulé-Girón asked if the HA got clearance from HUD on the Macario Gonzales property, or where is this coming from. Mrs. Martinez-Padilla stated this is the first step the HA needs to have before options for the property can even be explored. It has to be inserted in the HA plan first. What the HA is doing, is putting it in the plan so that in the future, HUD knows the HA is not dictating what will be done with the property, but that the HA is working with the community and getting others involved by having public meetings and Charett meetings. This is the first step in trying to get the wheel moving. Madam Chair Gurulé-Girón asked if it was in last year's plan. Mrs. Martinez-Padilla stated that part of it was in last year's plan and the only thing added here was the public input and Charett meetings, so it is more of a public decision and a community decision. Madam Chair Gurulé-Girón asked again, was this run through the HUD office in Albuquerque. Mrs. Martinez-Padilla stated, yes. Madam Chair Gurulé-Girón asked, when did this happen. Mrs. Martinez-Padilla stated she read Mandy Griego the blurb she put out there.

Commissioner Howell stated he is really happy to see that the HA has been working really hard on trying to encourage the RAB to give more input. He stated he sees that that are 8 or 9 pages of RAB comments, so that is really good. He said keep it up, whatever you are doing, to encourage them and let them know we are going to listen to them and attempt to address all their concerns.

Madam Chair Gurulé-Girón asked what is the pleasure of the Commission. Commissioner Barbara Casey made a motion to approve Resolution No. 18-21 to Approve and Adopt the Las Vegas Housing Authority's (PHA) 2018 Annual Plan. Commissioner Vince Howell seconded the motion.

Resolution No. 18-21 to Approve and Adopt the Las Vegas Housing Authority's (PHA) 2018 Annual Plan was approved as follows:

CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 18-21

A RESOLUTION APPROVING AND ADOPTING THE LAS VEGAS HOUSING AUTHORITY'S (PHA) 2018
ANNUAL PLAN.

WHEREAS, it has been deemed necessary by the U. S. Department of Housing and Urban Development (HUD) to establish a new PHA plan; and

WHEREAS, the PHA Plan has been set out in Title VI of the Civil Rights Act and is required in accordance with a revised act dated 7/88; and

WHEREAS, the PHA produced this plan in accordance with the HUD outlines procedures and conducted Public Input and Resident Advisory Board meetings as required; and

WHEREAS, the Las Vegas Housing Authority Board of Commissioners, having reviewed this plan, believe that it is consistent with Federal Regulations and in the best interest of the Department, do hereby approve the PHA Plan as follows:

- 2018 Annual Plan

THEREFORE, IT IS RESOLVED by THE City of Las Vegas Housing Authority Board. The plan mentioned above is hereby approved and adopted this 16th day of May, 2018.

MAYOR TONITA GURULE-GIRON

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY

CITY ATTORNEY

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

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|---------------------------------|--------|
| Commissioner Vince Howell | Yes |
| Commissioner David Romero | Yes |
| Commissioner David Ulibarri Jr. | Yes |
| Commissioner Barbara Casey | Yes |
| Commissioner Ember Davis | Absent |

Barbara Padilla re-read the motion and advised the motion carried.

COMMISSIONERS REPORT

Commissioner Barbara Casey made a suggestion stating, for future meetings for Housing when there are items such as this that take a long time to discuss, and they usually have a lot of questions on the budget, that they schedule a work session so they can ask their preliminary questions prior to the meetings. Interim Director agreed and will take that into consideration.

Commissioner Howell asked if the HA is going to be prepared to give an update on the HUD audit findings at the next meeting. Madam Chair Gurulé-Girón stated she believes those findings and correction actions have been addressed. Commissioner Howell stated as we go along each month. Interim Director Barbara Padilla stated for the corrective actions, yes, they have responded to HUD, but asked Commissioner Howell if there was something more specific he is asking about, because the HA did address all the findings. Madam Chair Gurulé-Girón stated to Commissioner Howell, if he recalled, they had a specific work session to address a majority of those issues. Commissioner Howell stated yes. Madam Chair Gurulé-Girón stated she understands his question, and the majority of those corrections or findings have been provided with the corrective action. Commissioner Howell stated his question is, what is HUD saying about those responses. Interim Director Padilla stated she believes the response will be sent to the City and she is not aware if the City has received it as of yet. Madam Chair Gurulé-Girón asked Interim Director Padilla, when you get a report from them, to notify the Commission. Interim Director Padilla stated most definitely.

Commissioner David Romero asked in regard to the HUD Compliance Review, if he could get copies of the findings and the responses. Madam Chair Gurulé-Girón said absolutely and asked Interim Director

Padilla to provide copies to Commissioner Romero as well as any additional information he needs in his transitional phase as a new Commissioner.

Commissioner David Ulibarri Jr. thanked the HA staff for doing a good job and said to keep up the good work.

EXECUTIVE SESSION

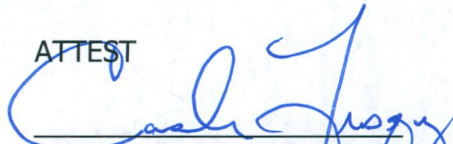
None

ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Meeting was adjourned.


Madam Chair Tonita Gurulé-Girón

ATTEST


Casandra Fresquez, City Clerk